

DD / S H. C. S. I. H.
FILE *Mutings* DD/S 66-5305

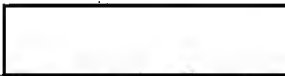
MEMORANDUM FOR: Director of Communications
 Director of Finance
 Director of Logistics
 Director of Medical Services
 Director of Personnel
 Director of Security
 Director of Training

SUBJECT : Briefing for the DDCI

1. This will confirm our telephone conversation transmitting Mr. Bannerman's request that you prepare a briefing for the DDCI which should be ready for presentation at any time from next Wednesday, 12 October. Mr. Bannerman is briefing Admiral Taylor on Wednesday, and he expects to cover the organization and functions of the DD/S Offices. Therefore, your briefing should be along the lines of the "how" your principal programs are carried out. The briefing should be of approximately 45 minutes duration.

2. We will appreciate from you a brief outline of your proposed presentation by Monday afternoon or early Tuesday morning for Mr. Bannerman's use in finalizing his presentation. In turn, we will give you an outline of Mr. Bannerman's presentation for your similar use.

3. We do not know when you might be called for a briefing. We assume that Office heads throughout the Agency will be called; therefore, it may be a week or two before some of you are reached on the list which will be submitted to the Deputy Director's office.


 Executive Officer to the
 Deputy Director for Support

STAT

Distribution:

Orig - O/C

1 - Ea other adse

1 - DD/S Subject

1 - DD/S Chrono

EO-DD/S:VRT:ews (7 Oct 66)

STAT .

Mr. Bannerman:

[] would like to
know if the attached memo
captures what you requested
him to do.

Miriam 10/7

MEMORANDUM FOR: ~~Director of Communications~~
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Briefing for the DDCI

1. This will confirm our telephone conversation transmitting Mr. Bannerman's request that you prepare a briefing for the DDCI which should be ready for presentation at any time from next Wednesday, 12 October. Mr. Bannerman is briefing Admiral Taylor on Wednesday, and he expects to cover the organization and functions of the DD/S Offices. Therefore, your briefing should be along the lines of the "how" your principal programs are carried out. The briefing should be of approximately 45 minutes duration.

2. We will appreciate from you ^{a brief} ~~an~~ outline of your ^{proposed presentation} ~~briefing~~ by Monday afternoon or early Tuesday morning for Mr. Bannerman's use in finalizing his In turn, we will give you an outline of Mr. Bannerman's presentation for your similar use.

3. We do not know when you might be called for a briefing. We assume that Office heads throughout the Agency will be called; therefore, it may be a week or two before some of you are reached on the list which will be submitted to the Deputy Director's office.

Executive Officer to the
Deputy Director for Support

STAT